

STATE OF CONNECTICUT
DEPARTMENT OF DEVELOPMENTAL SERVICES- WEST REGION
JOB OPPORTUNITY
DENTAL ASSISTANT

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Public

Position: Dental Assistant – (part-time 24 hrs. bi-weekly)

Location: Dental Clinic - Southbury Training School

Job Posting No: 018001

Hours Monday, Wednesday, Thursday, 7:30am – 4:00pm; RDO's Tuesday, Friday.
Must be flexible to meet agency and client needs.

Salary: \$19.44/hourly

Closing Date: April 29, 2013

Eligibility Requirement: State employees currently holding the above title or those who have previously attained permanent status in the class may apply for lateral transfer. Those candidates appearing on Re-employment or SEBAC lists must be given first consideration.

Knowledge, Skills and Abilities: Duties consistent with the Dental Assistant job specification. This position is responsible for assisting the dentist during procedures, and sterilization of instruments and equipment between patients. Performs instrument exchange procedures for operative dentistry (including general dentistry, pedodontics, prosthetics, orthodontics, periodontics and oral surgery); prepares dental restorative and prosthetic materials; assists in oral surgery as required; ensures compliance with OSHA regulations on infection control; prepares, develops and mounts radiographs; records medical histories; prepares and performs daily maintenance of major equipment; maintains equipment and supply inventories; schedules appointments; prepares a variety of requests for patient diagnostic testing; processes billing and/or insurance information; illustrates proper preventive dental hygiene to patients; assures completeness and accuracy of dental medical records; prepares reports and correspondence; may send out reminder cards; may participate in dental health information program; may assist in taking radiographs; may pour molds when necessary; may act as triage and/or receptionist for incoming patient and telephone calls; performs related duties as required.

General Experience: One (1) year of experience in dental assistant work.

Special Requirements: Candidates must have successfully completed the Dental Radiation Health and Safety examination administered by the Dental Assisting National Board (DANB).

Substitutions Allowed: Completion of a Dental Assisting Program accredited by the Commission on Dental Accreditation of the American Dental Association may be substituted for the General Experience.

Working Conditions: Incumbents in this class may be exposed to moderately disagreeable conditions, communicable and/or infectious diseases and some risk of injury from assaultive and/or abusive patients.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter and a CT-HR-12 Application for Employment to:

Department of Developmental Services - West Region
Rowland Government Center
55 West Main Street
Waterbury, CT 06702
Fax: 203-574-8857
belinda.weaver@ct.gov

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.